

Position Description

Directorate	Education
Division	System Policy and Reform
Branch	Early Childhood Education
Temporary/Permanent	Permanent
Classification	Senior Officer Grade B
Position Number	P71657
Position Title	Director, NQF Preschool Engagement Team
Immediate Supervisor	Senior Officer Grade A

DIRECTORATE OVERVIEW

The Education Directorate is one of nine ACT Government Directorates established with a collaborative purpose to achieve the ACT Government's priorities and to serve the community. The Education Directorate services include the provision of public-school education, regulation of education and care services, registration of non-government schools and home education.

What is important to us: We are an education system that empowers our young people to thrive in ways that foster a democratic, equitable, diverse and prosperous society.

Our Mission: We lead and deliver excellent, inclusive and equitable education where all are safe, valued and able to flourish.

Our Vision: Every child and young person receives an excellent education, delivered and supported by highly skilled and valued professionals. Our Directorate values of respect, integrity, collaboration, and innovation reflect the employee values of the ACT Public Service.

The ACT public education system continues to expand with over 50,000 students attending 92 public schools, comprising:

- 53 preschool to year 6 schools (including two Koori preschools);
- 12 year 7 to 10 high schools;
- eight year 11 and 12 secondary colleges;
- five early childhood schools (preschool to year 2 including one Koori Preschool);
- four specialist schools;
- ten preschool to year 10 schools (including two Koori preschool).

The Directorate also has responsibility for the planning and coordination of early childhood education and care services for the ACT.

The Directorate is structured around five groups: School Improvement; System Policy and Reform; People, Governance and Communications; Finance and Infrastructure; and Service Design and Delivery. The Directorate employs over 8,000 staff including over 4,700 school teachers and leaders.

The Directorate operates within a 'One ACT Government' framework to facilitate the implementation of whole-of-government priorities and initiatives. The ACT Government's vision for the Territory is embodied in the following strategic themes – quality health care; a fair and safe community; excellent education, quality teaching and skills development; a strong dynamic economy; a vibrant city and great neighbourhoods; a sustainable future; and high-quality services.

A link to the Directorate's organisational chart is <https://www.education.act.gov.au/about-us/who-we-are>

GROUP OVERVIEW

System Policy and Reform Group currently comprises the Strategic Policy (SP), Planning, Evidence and Analytics (PEA), Education and Care Regulation and Support (ECRS) and the Early Childhood Education (ECE) functions of the Directorate.

System Policy and Reform Group has responsibility for strategic reforms, including inclusive education, schools and early childhood reforms, in addition to advising on national education reforms and associated bilateral agreements, leading the coordination of the ACT's participation in national assessment programs and providing quality data and analytics to inform school and system improvement in addition to strategic school capacity planning and enrolment policy and procedures. The Group is also responsible for a range of regulatory and registration functions.

BRANCH OVERVIEW

The Early Childhood Education branch sits within the System Policy and Reform Group. The Executive Branch Manager, Early Childhood Education reports to the Executive Group Manager, System Policy and Reform as a member of the Directorate's corporate executive team.

Early Childhood Education is responsible for managing the delivery of *Set up for Success: An Early Childhood Strategy for the ACT* and for supporting early childhood education policy work nationally which include the Preschool Reform Agreement and the Preschool Outcomes Measure. It is also responsible for delivering the ACT Government's commitment to free Three-year-old preschool and delivers coaching supports to ACT public preschools and early childhood education and care services.

Early Childhood Education is also responsible for delivering the Directorate's Approved Provider function under the National Quality Framework, overseeing ACT public preschools as approved services and ensuring they provide compliance, quality preschool programs.

POSITION OVERVIEW

We are looking for a high performing officer who is excited by the opportunity to support ACT public preschools and ensure the best outcomes for young children and their families. The successful person is ideally experienced in application of the National Quality Framework.

The position is responsible for:

- Collaboratively overseeing the Education Directorate's Approved Provider function for ACT public preschools to systemically deliver compliant, quality preschool provision;
- High-level ability to analyse complex issues and determine how the team can best contribute to the required outcomes;
- Preparing and managing comprehensive reports, advice and documentation for government and executive audiences, including for governance and operational matters within the required legislation; and
- Representing the Directorate in senior forums and liaising and maintaining quality relationships with partners and stakeholders.

The role requires exceptional leadership capability, including the ability to adapt leadership styles to meet changing priorities and operational demands. Highly developed stakeholder management and negotiation skills are essential, with the ability to work effectively across a broad range of internal and external stakeholders to achieve outcomes.

An understanding of the ACT public education system and operating environment would be an advantage.

DIVERSITY STATEMENT

The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply. An appropriate selection panel will be formed, or special needs addressed, if requested by a member of one of these groups.

REQUIREMENTS

WWvP: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to [-Working With Vulnerable People scheme - Access Canberra](#)

ABW: This position will be designed for flexible work arrangements and activity-based working (ABW). Under ABW arrangements, officers may not have a designated workstation/desk and work across multiple Education sites. We work in a mixed-mode of at home and at the ACT Whole-Of-Government building at 220 London Circuit. The successful candidate will be expected to work flexibly across sites. This position is based in the Directorate's Education Support Office (ESO) with office-based conditions.

Merit pool: A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

Specific (desired) requirements: The following are desired requirements for the role:

- Relevant (Early Childhood (EC) qualifications are highly desirable, including EC degrees focussing on the 0-5 years); and
 - Strong understanding of the National Quality Framework and familiarity with early childhood education and care settings; or
 - Strong understanding of the ACT public education system and familiarity of public preschools.

HOW TO APPLY

If you are interested in this position, we encourage you to contact the contact officer before applying.

Your application should be no more than three pages addressing your knowledge, skills and capabilities against the selection criteria. Your curriculum vitae should include the contact details of two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You may also be asked to provide further referees.

Contact Officer: Jantiena Batt, Batt, Jantiena.Batt@act.gov.au, ph: (02) 6207 4082

Applications should be submitted to jobs@act.gov.au.

DUTY STATEMENT

In accordance with relevant policies and relevant legislation, the position will provide high-level leadership and strategic management of matters relating to early childhood operations in ACT public preschools, that covers the following:

1. Lead and manage team(s) delivering operational support and high-quality advice on the application and implementation of the National Quality Framework in ACT public preschools.
2. Develop and deliver policy and projects for quality and compliance in public preschools aligned to the National Quality Framework.
3. Provide complex, strategic advice to senior executive and ministers on matters relating to public preschool, including strategies and policies for early childhood operations supporting the Directorate's role as an Approved Provider under the National Quality Framework.
4. Develop and maintain high-quality materials and documents, including governance and risk documents, program and project management documents, communications materials, reports and internal briefing documents.
5. Provide analytical and numerical data analysis, using programs such as the NQAITS, Excel and SharePoint and interpret complex data information and communicate it effectively using a variety of reporting methods.
6. Communicate, liaise and negotiate with a broad range of internal and external stakeholders on aspects of early childhood.
7. Demonstrate effective problem solving skills with a focus on connections, engagement and inclusion.

8. Support governance structures, including providing secretariat support to various internal committees and working groups (including the preparation of agendas, circulation of papers, the taking and transcribing of minutes and the management of outstanding action items).
9. Provide leadership and direction considering the *Education Act 2004*, the *Education and Care Services National Law (ACT) Act 2011 and National Regulations*, and the *Children and Young People Act 2008*.

SELECTION CRITERIA

1. Demonstrated ability to lead teams to achieve outcomes within available financial and staffing resources.
2. Demonstrated leadership in education or early childhood settings and strong strategic knowledge of the National Quality Framework and/or public preschools.
3. Exceptional interpersonal, oral and written communication skills and an ability to build productive stakeholder partnerships and to consult and negotiate on sensitive matters.
4. Demonstrated ability to deliver and operate in a complex and dynamic environment with minimal supervision and tight timeframes.
5. A record of contributing to improving business outcomes through innovative approaches and within the context of the ACTPS Values and Signature Behaviours and Government priorities.

Desirable

1. Knowledge and understanding of, and the ability to interpret and implement, key legislation for early childhood education and care in the ACT:
 - a. *Education and Care Services National Law (ACT) Act 2011*
 - b. *Children and Young People Act 2008*
 - c. *Education and Care Services National Regulations 2011*
 - d. *ACT Childcare Services Standards 2009*.